

Reporting a Change in Circumstances for Council Tax

Please use this form to advise us of a change in your circumstances.



Your current details

Name _____ Council Tax Account Number _____

Current address:

Section 1: I am moving

Are all the current occupants moving at the same time?

Yes

No

If No, please confirm the name(s) of the remaining occupant(s)

Where are you moving from? _____

What date will you move? _____

Are you selling your house?

Yes

If Yes, what is the date of the completion of the sale? _____

What are the new owners' names? (if known)

No

If rented, what is the date of the end of the tenancy period? _____

Is the property let on a furnished basis? Yes No

Please give the Landlord's / Letting Agent's name and address

My new address will be: _____

Section 2: I want to claim a Single Occupant Discount

Tick as appropriate

Are you the only adult occupant (aged 18 years or over) living at the property?

Have you recently become the only adult occupant living at the property?

If so, please name the outgoing occupant(s) and give their forwarding address(es) if known

From what date are you the only occupant of the property? _____

Please turn over for more options and declaration

Section 3: I want to claim an Exemption or Discount

What Exemption or Discount are you applying for? _____

What date do you want this to apply from? _____

Please see the information enclosed with your Council Tax bill for further details on exemptions and discounts.

Section 4: I want to advise that circumstances have changed and this affects my Exemption or Discount

What are the changes in your circumstances? _____

What date did these changes take effect? _____

Declaration

I declare that the information I have provided is correct and complete.

Signature _____ Date _____

Print Name _____

Telephone Number _____

Contact address if different from overleaf _____

Please return this form to

Council Tax Section
Royal Borough of Kingston
Guildhall 2
Kingston upon Thames
KT1 1EU

Other ways to contact us

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If you have difficulty reading this document because of a disability or because English is not your first language, we can help you. Please call our helpline on 020 8547 5757 or ask someone to call on your behalf.